**ICB Privacy Notice for Children & Young People**

**Introduction**

The Nottingham and Nottinghamshire Integrated Care Board (ICB) ensures health services are available when you need them. We often don’t need to use information that identifies you, but sometimes we must. This notice explains why we collect your personal information, how we use it, and how we protect it. Sometimes, you can choose how your information is used, but in some cases, it’s necessary for your care. Your information is always kept safe.

**What Information We Use**
We keep your information on computers, paper, or both. This may include:

* Your name, address, date of birth.
* Letters sent to or about you.
* Notes about your health.
* Important information from healthcare workers, family, or carers.

**Why We Collect and Use Information**
We collect your information to:

* Plan the health services you need.
* Keep you and others safe.
* Follow the law.

This information may come from you, your family, or others involved in your care.

**Sharing Information**
We only share your information with your permission unless there’s a serious reason, like a life-threatening emergency or legal requirement. If we need your consent, you can choose whether to agree. For children under 13 or those unable to decide, parents or guardians help make the decision.

We may share your information with schools, hospitals, councils, or police if needed to keep you safe.

**Keeping Your Information Private**
We follow strict rules to protect your records, such as the UK GDPR, Data Protection Act, and NHS confidentiality codes. Our staff are legally required to keep your information private.

**How Long We Keep Records**
We follow NHS rules for managing records and only keep them as long as needed.

**Your Rights**
You can:

* Ask us to stop using or delete your information.
* Correct mistakes in your records.
* Request a copy of your records and see who they’ve been shared with.

To learn more, contact our Data Protection Officer, Loretta Bradley, at nnicb-nn.igteam@nhs.net.